



TECHNICAL WRITER ROLE DESCRIPTION

About Dewick & Associates

Dewick & Associates provide a practical, flexible and professional Technical Writing and Mechanical Engineering service. Our team of experienced and dedicated staff specialise in O&M Manuals, Commissioning Plans, As Installed Drawings and Mechanical Engineering, providing an efficient and personalised outsourcing option to the Construction Industry.

About the role

D&A has an exciting opportunity for an efficient, autonomous and diligent individual to join our growing team in Adelaide, preparing O&M Manuals, undertaking document control duties and some general administration tasks. Your experience within the Construction Industry and knowledge of Building Services is essential. The exciting full time role will develop with the individual as future opportunities arise within the company.

Key responsibilities:

- Preparation of O&M Manuals: Mechanical, Electrical, Hydraulic and Fire including technical writing and collation of manufacturers' literature.
- Coordinating the production of Builders' Manuals including direct contact with Builders and their sub contractors.
- Production of final O&M manuals and electronic collation of final manual inserts ready for printing.
- Coordination of the printing of O&M Manuals with external printing companies including final QA, issue of documents and coordination of a printing database.
- Provide support to other members of the team and general assistance as required.

Key Selection Criteria

Your existing experience will be key in demonstrating your suitability for the role, specifically:

- Experience of Building Services, specifically HVAC, within the Construction Industry.
- Highly organised with strong time management skills, including the ability to work under pressure, juggle competing demands and work to tight deadlines.
- Use initiative and show the ability to work both autonomously and in a team environment.
- Strong accuracy with a high level of attention to detail.



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- Strong work ethic with the drive to learn quickly and determination to succeed. Strong computer skills in Microsoft Word, Excel, Google Forms, Google Docs, Google Sheets, Bluebeam and Gmail.
- Excellent English and written communication skills to prepare precise, quality correspondence, reports and manuals.
- Excellent interpersonal skills, with the ability to build effective working relationships within the team and with our client base.

Benefits

D&A operate a remote working environment, for the right applicant, we will provide:

- Full time role with a competitive salary to suit experience.
- Full training and support to achieve goals.
- Working at home position, Monday to Friday, with core hours of 9:00am to 3:00pm daily.

Application

If you feel that you would make a significant contribution to this role, please send your CV (with references) and a covering letter which addresses the Key Selection Criteria and other attributes you feel will be of benefit to the role to louiseg@dewick.com

For further information please contact Louise Gardner, General Manager, on 0417 447 317.

Please note, only short listed applicants will be contacted.

Applications close Friday 31st January 2020